



## DATA PRIVACY NOTICE

### CHILD PROTECTION AND SAFEGUARDING DATA

**Who we are:** We are the Irish Dominican Province with our address at the Dominican Provincialate Office, St Mary's Priory, Tallaght, D24 X585. This Privacy Notice provides important information on how we use the personal data we collect and process as part of our child protection and safeguarding work.

The Irish Dominican Province processes personal data. Personal data is information about a living person which reveals the identity of that person. Examples include a person's name, phone number and date of birth. It is personal data if the person can be identified from the information or if, when the information is put together with other easily acquired or available information, the person's identity is revealed. The Safeguarding Office of the Irish Dominican Province collects, retains, stores and shares information about living persons.

It does so in accordance with the requirements of the Data Protection Act (2018) and the General Data Protection Regulation (the GDPR). The persons about whom the Irish Dominican Safeguarding Office holds personal data are those to whom the Irish Dominican Safeguarding Office offers a service and those with whom it works in order to provide a service (see purpose below). The persons about whom the Irish Dominican Safeguarding Office holds personal data are referred to in this Notice as data subjects.

**Data processing:** The Irish Dominican Province is the Data Manager.

**Child Safeguarding Structure within the Irish Dominican Province:** The Irish Dominican Safeguarding Office is staffed by personnel with relevant expertise in child safeguarding. These personnel collect, process, retain, store, and share personal data in the course of their child protection and safeguarding work, and report to and communicate with the Irish Dominican leadership team on appropriate matters.

**The types of personal data we process:** The Irish Dominican Province processes '*personal data*' defined as information relating to an identified or identifiable natural person ('*data subject*'). Examples of personal data includes a person's name, telephone number, email address or any other personal data that you provide to us or that we create in the course of our safeguarding work.

**The Purpose for which data is processed:** When these datasets are processed by the Irish Dominican Province it is for the following purposes:

- (a) Mandatory reporting
- (b) Case management:
- (c) Support victims and survivors of abuse
- (d) To maintain safe environments for children and vulnerable adults in our ministries
- (e) Care and management of respondents

- (f) Administration of justice, litigation, public inquiries, statutory redress forums, etc
- (g) Archives

When personal data are processed by the Dominican Safeguarding Office it is based on the following legal bases:

- (a) Legal obligation: The Dominican Safeguarding Team processes personal data because there is a legal obligation requiring us to do so.
- (b) Vital interests: if processing is necessary to protect the vital interests of the data subject or of another person.
- (c) Public interest when the Safeguarding Office processes personal data for the prevention of the abuse of children and vulnerable adults.
- (d) Legitimate interests.
- (e) Administration of justice and legal claims
- (f) Explicit consent.

**Article 10 – criminal offences data:** The Dominican Safeguarding team processes data relating to criminal offences for safeguarding purposes, including:

- (a) Vetting.
- (b) Management of respondents
- (c) Administration of justice and legal proceedings
- (d) Sharing and disclosing your personal data: While personal data is treated as confidential, it is shared and disclosed in appropriate circumstances. For example, The Irish Dominican Province share safeguarding data when required for compliance with a legal obligation (e.g., mandatory reporting to civil authorities), where necessary to manage risk and protect others, and where necessary for the administration of justice and legal proceedings. The Irish Dominican Safeguarding Office shares personal data internally within the Provincial Council and other Dominican Safeguarding personnel and Advisory Committee.

The Irish Dominican Safeguarding Office will disclose personal data with third parties including:

- An Garda Síochána and other law enforcement bodies.
- Tusla, Child and Family Agency and other child protection and social work authorities.
- National Vetting Bureau.
- Courts, public inquiries, and/or statutory redress forums established by law.
- Solicitors, barristers, Irish Dominican Province insurers, and other parties to litigation where relevant to the administration of justice.
- Medical practitioners (including psychologists, psychiatrists, etc)
- Other external service providers (e.g., counselling services, and other support services): with your consent, we will share your personal data with third parties who provide support services for victims/survivors of abuse (e.g., Towards Healing, Towards Peace or other counselling services).

#### **Data processors:**

The Irish Dominican Province uses data processors for some safeguarding activities.

#### **For how long do we keep your personal data?**

Personal data is retained for as long as they are required for the discharge of the functions as outlined above, and are then retained for verification, child protection case-file audit, and litigation purposes.

**Vetting documents:** they are routinely deleted, such as one year after they are received, unless we have a lawful purpose for retaining the information.

**Safeguarding and child protection casefiles and related records:**

Under Irish law there is no legislative retention period for child protection records or records relating to abuse of vulnerable persons. The Irish Dominican Province's retention periods are proportionate in the achievement of the following important objectives of general public interest:

- [a] the public interest in protecting children.
- [b] the public interest in meeting victims'/survivors needs.

**Storage of your personal data:** We are committed to ensuring information is stored securely. To prevent unauthorised access or disclosure, suitable physical, organisational, electronic and managerial procedures to safeguard and secure information have been put in place.

**Your rights (data subject):**

The data subject has various rights under GDPR including the right to:

- To be informed (transparency).
- To request a copy of personal data held by us.
- To request that we correct any inaccuracies in the data held.
- To have the data erased when it is no longer required for the purposes for which it was gathered.
- To restrict processing in certain circumstances.
- To data portability – The right to receive your personal data, which you have provided to us, in a structured, commonly used and readable format or to request us to transmit that data to another controller, in certain circumstances.
- To object to the processing of personal data in certain circumstances.

For information on all rights of the Data Subject see Articles 15/23 of the GDPR (2018)

In addition to these rights, you also have the right to lodge a complaint with the Irish Data Protection Commission:

***Data Protection Commission  
21 Fitzwilliam Square South  
Dublin 2  
D02 RD28  
Ireland  
<https://www.dataprotection.ie/en/contact/how-contact-us>***

**Changes to this Privacy Notice:** The Irish Dominican Province reserve the right to make changes to this Privacy Notice at any time.

**Contact details:** If you have any questions, queries or complaints regarding this Privacy Notice please contact:

***The Irish Dominican Province Designated Liaison Person  
Provincialate Office  
St Mary's Priory***

**Tallaght, D24 X585**  
**Phone: (089) 7087882**

The above is an abridged version of the Irish Dominican Province Privacy Notice which can be obtained from the above address on application in writing.

Further information on data protection is available on the website of the Data Protection Commission: [www.dataprotection.ie](http://www.dataprotection.ie).

**APPROVED BY:** Provincial Council, November 19<sup>th</sup>, 2024

**REVIEW:** November 2027